



OFFICE OF
SCHOOL HEALTH

July, 2013

MEMORANDUM

TO: All Nurses Employed by the New York City Office of School Health

FROM: Catherine Travers, Director of Nursing Services, Office of School Health
Gail Adman, Deputy Director of Nursing Services, Office of School Health

SUBJECT: Office of School Health Nurse Transfer Process

As you know all Office of School Health (OSH) nurses are permitted to apply for transfer to vacant school positions listed on the DOE and DOHMH intranets. In some instances there will be more than one nurse applying to the same school site.

As per the PERB agreement a committee comprised of two nurses and two managers representing DOHMH and DOE met to develop a process based on criteria that will be utilized to process multiple nurse transfer requests. The following were agreed upon to determine eligibility for being considered for transfer and to facilitate the process:

Criterion

- Minimum of one year combined employment with either agency (DOE/DOHMH). Newly hired employees must have at least one (1) year's service.
- One transfer per year unless there are special circumstances (exceptions require supervisory input). If not accepted for a transfer, the nurse can submit additional transfer requests as needed.
- Transfers are twice yearly; September and February. Transfer application deadline for September is May 30, and transfer application deadline for February transfers is November 30.

Process

When a vacancy is posted, incumbent personnel have a 30 day period in which to apply before the vacancy can be filled from outside sources. All nurses requesting to be considered for a transfer must submit a required paragraph of approximately 150 words or less and briefly describe why they think that they are the best candidate for the transfer. Include any pertinent work history or special interest areas/school nursing accomplishments and programs.

Each submission will be reviewed by the Transfer Committee and the best candidate will be afforded a meeting with the principal of the requested school. The decision is finalized and the candidate notified by the Borough Nursing Director after consultation with the school principal.

Cc: Roger Platt
Borough Nursing Directors
Supervising Nurses

Updated 7/18/2013

